

CCN BUSINESS COMMITTEE MEETING

CONFIRMED MINUTES OF THE CCN BUSINESS COMMITTEE MEETING HELD ON TUESDAY 16 MARCH 2021 AT 4.00 PM, VIA MICROSOFT TEAMS

Committee members:

Andrew Barnes (Chairman), Corrienne Peasgood (Principal), Jonathan Barnard, Noel Bartram

In attendance:

Jodie Mitchell (Head of Professional Services), agenda items 1-6.3, Martin Colbourne (NES MD), Jerry White (Deputy Principal), Clare Johnson (Clerk to the Corporation), Sue Millions (Administrator)

1. Apologies for Absence

Apologies were received from Denise Troughton and Emily Staley.

It was noted that a quorum was present, and the meeting had been convened in accordance with the articles of association of the company.

2. Declaration of Interests

Governors and Committee members are requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

There were no further declarations of interest given at the meeting.

3. Draft Minutes of the Meeting held on 02 February 2021 (Paper 02)

The draft minutes of the meeting held on 02 February 2021 were amended and then agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

4. Draft Confidential Minutes of the Meeting held on 02 February 2021 (Paper 03)

The draft confidential minutes of the meeting held on 02 February 2021 were amended slightly and agreed as a true record of the meeting and will be signed by the Chairman at the next available opportunity.

5. Matters Arising from the Previous Minutes (Paper 04)

Action 5 (13.10.2020): *The Principal to contact Bree Sherwood to ascertain the skills she requires from additional Audit Committee members and then contact appropriate Governors to attend the meeting taking place in November. Membership is agreed as Bree Sherwood, Philip Richardson and Jill Lanning.* The Principal is in discussion with one further Governor. The action will be discussed further as part of Governance Strategy review. **Action on-going.**

Action 8: *Martin Colbourne to prepare a paper on the in-year position of debt for the Business Committee Meeting taking place on 16 March 2021.* Please see agenda item 6.4.1. Action completed.

Action 1: *Clare Johnson to amend the Governor job description to highlight the number of meetings governors are expected to attend annually.* Action completed.

Action 2: *Governors' role descriptions to be reviewed and refreshed after the TEN Group strike-off to remove references to them in the document.* **Action on-going.**

Action 3: *The 12 month extension to the FirstCare Ltd absence management contract to be recommended to the full Board at their next meeting taking place on 9 February 2021.*

Action completed.

6. Section A

6.1 Facilities and Estates Update

(Paper 05)

The Facilities and Estates Update from Jon Bonham, previously circulated, were discussed and the following highlighted:

- Compliance status and planning for all three sites regarding asbestos, legionella, fixed electrical, gas safety, PAT testing and life preservation were noted.
- Digitech - good progress has been made with roofing, cladding, curtain walling, drylining, M&E containment, lift installation and painting. It was noted that progress is currently one week behind schedule on the contracted programme and it was unanimously agreed that this is an amazing result given the current climate.
- No reportable incidents have been recorded since the last report and Estates are not aware of any complaints from neighbours.
- The main concern to date is the long lead time to buy high tech equipment from overseas, ready for use in September 2021. The current financial position was noted.
- The revenue approved projects across the three sites were noted and the progress on each area confirmed. It was confirmed that the works to be completed using FECA monies will now be extended beyond the 31 March 2021 deadline, but it is expected that all works will be completed by the end of June 2021.
- The KPI ratings for property services, contract services, cleaning, catering and caretaking and security were noted.

The full content of the Facilities and Estates Update was noted.

6.2 TEN Group Strategy

(Papers 06-07)

6.2.1 Approval of the Amendments to the CCN's Instrument and Articles

Please see the confidential minutes.

6.2.2 Approval of the Transfer of NES Shares from TEN to CCN

Please see the confidential minutes.

6.2.3 Approval of the Shared Services Agreement between CCN and NES

Please see the confidential minutes.

6.3 Catering Contract Extension

(Paper 08)

Please see the confidential minutes.

6.4 Finance Reports

(Papers 09-10)

Please see the confidential minutes.

6.4.1 In Year Debt Update

(Paper 11)

Please see the confidential minutes.

6.4.2 Revised Financial Benchmarks

(Paper 12)

Please see the confidential minutes.

6.5 Fees Policy for 2021/22

(Paper 13)

Please see the confidential minutes.

6.6 Estates Strategy

(Paper 14)

The Estates Strategy Accommodation presentation was previously distributed, discussed and the following information highlighted:

- The Principal informed governors that the College has been successful in securing Further Education Capital Allowances (FECA) grant funding, which is being used to fund estates works at each of the College's campuses and therefore an interim update of the Estates Property Strategy is required until July 2021.
- The interim update of the Estates Strategy will be subject to a more comprehensive review in July 2021 following the completion of the College's Strategic Plan.
- It was noted that the CCN Accommodation Strategy was last updated in 2018 prior to a successful funding bid to the Local Economic Partnership for the Digitech Factory Project, currently under construction at the Ipswich Road Site. Since 2018 the CCN Estate has expanded through mergers with Paston College, North Walsham in early 2018 and Easton College in 2020. The Strategy therefore is a developing document, with the College still working through which parts of the Strategy each site focusses on. Following historical under-investment in maintenance and building condition at both the Paston and Easton sites, priority was given post merger to addressing the condition of the Estate. Condition defects identified in both DfE commissioned FECDG Survey and independently commissioned Condition Surveys were prioritised and funded via College expenditure.
- The six accommodation strategy objectives were explained and it was noted that these have not been changed apart from the third, which has been amended to read: "Investigate options for the re-structuring in HE provision relating to the proposed Higher Skills Campus at Easton Campus, including potential migration of HE provision from Norfolk House".
- The history of the Ipswich Road Campus from 2008 to date was shown and noted. It was noted that in 2019 the DfE commissioned an independent CDC survey to establish the condition of the FE Estate and to inform how future government funding should be targeted towards Estate Condition. Following this survey, the FECA funding scheme was introduced in 2020, which provided funding for the projects identified, including works on the Cromer Building and Norwich Building. These were detailed within the report.
- In October 2019, a condition survey was completed at the Easton Campus. This resulted in a recommended five year plan being provided to the College to carry out estates maintenance and repairs. The College is in the process of addressing the recommendations within the condition survey report, with a total College estates budget of £350,000 for the 2020/21 academic year being in place.

- In June 2017, a condition survey was completed at the Paston Campus. This resulted in a recommended five year plan being provided to the College to carry out estates maintenance and repairs. The Fire Risk Assessments and Asbestos Management Surveys were carried out. Works from all three surveys were then prioritised with available funding from College Revenue Budgets allocated towards high priority compliance works, specifically asbestos removal and Fire Detection and warning systems. It was noted that the College continues to address the recommendations within the condition survey report, with a total College estates budget of £350,000 for the 2020/21 academic year being in place.
- The Principal noted that in January 2021, the DfE announced the Further Education Capital Transformation Fund, (FECT) targeting funding towards poor quality FE Accommodation. The longer timescales for project completion (September 2024) and higher project value thresholds (min value £500k) means that the remaining category C/D projects identified in the Condition Surveys are eligible for application to the fund. Discussions followed on the funding available to progress the first phase of the development plan and the full funds available were noted.

Following lengthy discussions, governors agreed that they are happy with the proposal of the interim strategy and it was agreed that it is a sensibly laid out strategy and a good platform for where the college wants to move to.

The Chair thanked the Principal for the full and comprehensive plan.

6.7 Governance Matters

6.7.1 Updated Skills Audit

The Skills Audit data from March 2021 was previously distributed for information and it was noted that the latest data will be produced for review at a later date.

6.7.2 Governor Status and Vacancy

Governors were informed that Sophie Gray will not be returning to the Governing Body and her name has been removed from all documentation from January 2021.

Governors were asked to approve the appointment of Philip Richardson to the Curriculum and Standards Committee as of their next meeting taking place on 11 May 2021. All governors present agreed the appointment for approval at the next Board Meeting taking place on 23 March 2021.

Action 1: CCN Board to approve the appointment of Philip Richardson to the Curriculum and Standards Committee Meeting (CJ).

6.7.3 Review of Standing Orders for Committee and Board

(Papers 15-16)

The Clerk informed governors that following the recent Governance Audit, Scrutton Bland's recommendations have been incorporated to the previously distributed standing orders for both the committee and board and are tracked for reference.

One small change was suggested and will be incorporated into the document.

6.7.4 Business Committee Terms of Reference

(Paper 17)

The Clerk informed governors that the Business Committee's Terms of Reference have been expanded and were explained as recommended by Scrutton Bland and the Principal informed governors that when the new Code of Governance is reviewed these changes will be incorporated into the Terms of Reference.

7. Section B

Papers presented in Section B are for discussion only of requested by Governors.

There were no papers tabled in this section of the meeting.

8. Papers presented in Section C are for information only.

There were no papers tabled in this section of the meeting.

8.1 Union Colleagues Minutes

(Papers 13-14)

Please see confidential minutes.

9. Other Urgent Business

There was no urgent or additional business discussed at the meeting.

10. Confidentiality

Agenda items 6.2; 6.2.1; 6.2.2; 6.2.3; 6.3; 6.4; 6.4.1; 6.4.2 and 6.5 are tabled as confidential.

11. Date of Next Meeting

The next Business Committee is scheduled to take place on Tuesday 18 May 2021 at 4.00 pm, via Microsoft Teams.

All business having been concluded; the meeting finished at 6.30 pm.

CHAIRMAN:
(signed)

DATE: